SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO, CANADA

COURSE OUTLINE

COURSE TITLE: <u>COMPUTER APPLICATIONS</u>

CODE NO.: <u>EDP131</u>   SEMESTER: II

PROGRAM: <u>BUSINESS</u>

DATE: <u>1997 01 01</u>

PREVIOUS OUTLINE
DATED: <u>1996 01 01</u>

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APPROVED: *Joseph C Freitta*   <u>97 01 03</u>

          DEAN, SCHOOL OF BUSINESS &   DATE
                HOSPITALITY

TOTAL CREDITS: 3

PREREQUISITES: EDP122

LENGTH OF COURSE: 3 HRS/WK - 17 WEEKS

TOTAL CREDIT HOURS: 51

COURSE NAME   COURSE CODE

I. **COURSE DESCRIPTION:**

This course will focus on the student learning a spreadsheet package.   Students will learn simple spreadsheet functions starting with editing, using built-in at @ functions, printing reports, moving to advanced functions such as creating and using charts and graphs, setting up databases, and utilizing macros.   This course will also introduce the students to accessing and doing business on the Internet accenting features such as web browsers, bookmarks, search engines, e-mail, gopher, and hypertext markup language .

II. **LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will:

1. Complete entry-level functions, format and adjust a spreadsheet.
2. Complete multiple-page statistical reports using @-functions, charts and graphs, and database features.
3. Use the Internet to "do business."

III. **LEARNING OUTCOMES WITH ELEMENTS OF PERFORMANCE:**

1. Complete entry-level functions, format and adjust a spreadsheet.

   Elements of the performance concepts:
   -start Quattro Pro for Windows
   -understand the screen components
   -move around in the spreadsheet
   -use help system
   -exit Quattro Pro for Windows
   -name and save files
   -enter and revise spreadsheet data
   -enter formulas and functions
   -use the Undo feature
   -use a notebook
   -print and retrieve a notebook
   -understand Quattro Pro blocks
   -change fonts and borders in a block
   -change column widths
   -modify the spreadsheet display
   -recalculate the spreadsheet

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-move data and formulas in a spreadsheet
-copy data in a spreadsheet
-copy spreadsheet formulas
-avoid problems when copying data and moving formulas

Part 1 will constitute 33% of the final grade.

2.   Complete multiple-page statistical reports using @-functions, charts and graphs, and database features.

Elements of the performance concepts:
-use statistical functions
-use financial functions
-use date and time functions
-use logical functions
-use cell and table functions
-print simple draft-qualify reports
-print multiple-page reports
-exclude blocks from printing
-document cell contents
-create and print a simple graph
-change a graph type
-enhance the appearance of charts and graphs
-place a graph in a spreadsheet
-understand databases
-sort a database
-search a database

Part 2 will constitute 33% of the final grade.

3.   Use the Internet to "do business."

Elements of the performance concepts:
-understand some basic Internet concepts, issues, and terminology
-understand the role of the World Wide Web in the Internet
-understand why Web browsers are important Internet tools
-start the netscape Navigator Web browser applications
-customize the appearance of the Netscape window
-get online help
-exit Netscape Navigator

-use netscape navigational icons
-navigate using links
-revisit sites using the history feature
-control loading and display of Web pages and images
-print a Web page
-create bookmarks
-edit and delete bookmarks
-arrange bookmarks using folders and separators
-find search engines and directories on the Web
-use search engines and directories
-interpret search results
-find specific text on a Web page
-use multiple browsers
-configure Netscape for e-mail
-use Netscape to send and receive e-mail
-use e-mail links on Web pages
-save and delete e-mail messages
-create an address book
-access Gopher serves and search Gopher space
-access and use FTP servers
-configure Netscape's News server
-participate in news groups
-design and develop a simple Web page
-Use HTML tags to format a Web page
-Insert graphics and links in a Web page
-open and view your Web page using Netscape
-view the HTML source code for any Web page

Part 3 will constitute 34% of the final grade.

IV. **TOPICS TO BE COVERED**

1.   Getting Started
2.   Spreadsheet Basics
3.   Revising your Spreadsheet
4.   Using Quattro Pro's Copy and Move Tools
5.   Using Quattro Pro's Built-in AT @ Functions
6.   Printing Reports
7.   Creating and Using Charts and Graphs
8.   Quattro Pro Databases
9.   Overview

10.   Getting Started with Netscape
11.   Getting Organized on the Web
12.   Searching the Web
13.   Using Netscape for E-mail
14.   Using Other Internet Resources
15.   Creating Your Own Web Page

V.   REQUIRED STUDENT RESOURCES

Crockett-Hall, <u>Netscape 2, Projects for the Internet</u>. Select Lab Series, Menlo Park, CA. 1997.

Sondak, <u>Quattro Pro 6 For Windows</u>. SmartStart, Toronto, ON, 1995

VI.   METHOD OF EVALUATION

MID-TERM REPORTING

S   - Satisfactory Progress
U   - Unsatisfactory Progress
R   - Repeat (objectives have not been met)
NR   -   Grade not reported to Registrar's Office. This grade is issued to facilitate the production of a student transcript when faculty, because of extenuating circumstances, find it impossible to report grades by due dates.

FINAL GRADE REPORTING

A+   90% - 100% - Consistently Outstanding
A   80% - 89% - Outstanding Achievement
B   70% - 79% - Consistently Above Average
C   60% - 69% - Satisfactory
R   Below 60% - Repeat - objectives of this course have not been achieved and the course must be repeated.

EVALUATION

Quattro Pro assignments	= 10%
Quattro Pro test #1	= 28%
Quattro Pro test #2	= 28%
Netscape test	= 34%

GUIDELINES RE GRADING:

ASSIGNMENTS: **100% completion of all assignments is expected. No extension will be given unless a valid reason is provided in <u>advance</u>.**

WARNING: **Academic dishonesty will result in a grade of zero (0) on the assignment or test for all parties.**

TESTS: **If a student is not able to write a test because of illness or a legitimate emergency, that student must contact the teacher <u>prior</u> to the test or as soon as possible and provide an explanation which is acceptable to the teacher. In cases where the student has contacted the teacher and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C". In cases where the students has not contacted the teacher, the student will receive a mark of "0" on that test.**

VII. **SPECIAL NOTES:**

1. All students should be aware of the Special Needs Office in the College. If you have any special needs such as being visually impaired, hearing disabled, physically disabled, learning disabilities, you are encouraged to discuss required accommodations confidentially with the professor and/or contact the Special Needs Office, Room E1204, Ext. 493, 717, or 491, so that support services can be arranged for you.

2. Your professor reserves the right to modify the course as he/she deems necessary to meet the needs of the students.

3. It is the responsibility of the student to retain all course outlines for possible future use in gaining advanced standing at other post-secondary institutions.

4. Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities." Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other

penalty, up to and including expulsion from the course, as may be decided by the professor.